



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy ID:** Human Resources  
**Subject:** Driver's Safety Standards Policy  
**Creation Date:** January 17, 2012  
**Revision Date:**  
**Prepared By:** Human Resources Department  
**Approved By:** City Manager  
**Legal Review:** John Battoon

**DESCRIPTION:** **DRIVER'S SAFETY STANDARDS**

### **I. Policy:**

This policy applies to all employees, applicants, and volunteers. Motor vehicles are used to conduct City business and to deliver many of its services to the community. Only City employees completing assigned tasks and in support of official business for the City of El Paso may operate or be passengers in City-owned vehicles. Exceptions are allowed for law enforcement, emergency responders and fire suppression personnel completing essential functions of their jobs. Any other exceptions are at the discretion of the City Manager.

When driving is a condition of employment, the employment offer will be made contingent upon satisfactory proof of an acceptable driving history.

No vehicle, while on City business, shall be operated by an improperly licensed driver or by a driver with an unacceptable driving record as defined within this policy.

The Human Resources Director shall have responsibility to manage and direct the drive qualification policy.

Employees who operate a vehicle must obey traffic laws in a reasonable and prudent manner. In addition, employees who operate a vehicle-either a city vehicle or their own private vehicle as part of fulfilling of their duties shall obey the rules listed in the City of El Paso Safety Manual for vehicle operations including department rules regarding operation, vehicle maintenance and safety checks. Every employee operating a City-owned, City-leased, or a private vehicle in connection with his/her official duties shall at all times do everything that can be reasonably done to avoid accidents.

### **II. Procedures:**

#### **Applicants**

A Motor Vehicle Record (MVR) check will be required of all original and promotional applicants certified to positions which require driving a vehicle on public thoroughfares as a duty.

Applicants will be rejected and removed from the eligible list if the MVR reveals they:

- a) Do not have a valid and current driver's license (including any necessary endorsements or additional licensing required for the positions from the state of residence of the applicant/employee;
- b) Have a temporary or provisional commercial driver's license or if an out of service order is in effect for any CDL Driver;
- c) Has been convicted of a felony involving the use of a motor vehicle within a period of thirty-six (36)-months prior to the review; or.
- d) Has been convicted of DWI and/or DUI within a period of thirty-six (36) months prior to the review; or
- e) Has, within a period of thirty-six (36) months prior to the review been convicted of any combination of moving violation and/or motor vehicle accidents, whether in Texas or out of state, totaling three (3) or more.
- f) Any combination of d and e.
- g) Have an outstanding Department of Public Safety and/or Municipal Court Arrest Warrant.
- h) Have a driving record which is not indicative of a responsible driver as determined by the Human Resources Department.

All applicants for uniformed Fire and Police, and other departments which require driving must comply with the higher standards determined to be necessary by the department.

City employees must have a valid certificate of defensive driving before driving a city vehicle.

Applicants rejected for any of the above reasons may reapply as soon as they meet the standards or apply for positions not requiring driving duties.

Applicants from out-of-state must possess a valid driver's license from their state of residence or be able to obtain a valid Texas driver's license within the time prescribed by the Texas Department of Public Safety when they become Texas residences.

Applicants must maintain a valid driver's license issued by the state in which they reside.

### **Employees**

Any employee who resides in Texas and operates a City vehicle or any vehicle on City business shall possess a valid Texas driver's license. It is the Department Head's responsibility to assure the employee receives a Texas license within 30 days of hire. The class of license will be appropriate to the vehicle operated during City employment.

Any employee who does not reside in Texas and operates a City vehicle or any vehicle on City business shall possess a valid driver's license from his state of residence.

The Human Resources Director will verify driving records on all new hires for whom driving while on City business is a job requirement, and will maintain a master list of all City approved drivers.

At the annual performance evaluation, or more frequently if determined to be necessary by the Department Head or the Human Resources Director, driving records will be discussed with employees whose work duties require operating a motor vehicle. The validity of the employee's driver's license will be reviewed as well.

Any City driver found to have an unacceptable driving record as determined by Section II of this policy may be subject to appropriate disciplinary action up to and including discharge.

City employees with driving responsibilities shall immediately report to their supervisor any suspensions, restrictions, limitations, revocation or restriction of driver's license or any other change in their driving status which violates the standards. Failure to do so may result in disciplinary action including termination.

### **Volunteers**

This policy shall also apply to people serving the City in a volunteer capacity.

### **Standard for Operation of Vehicles**

1. All persons operating a motor vehicle on behalf of the City must have a valid driver's license and have completed a City approved Defensive Driving Course (DDC) within 30 days of hire or promotion to a position that requires driving or must be registered in the next available DDC course.
2. Employees will attend a City approved DDC course every 3 years. Departments are responsible for maintaining DDC records. Departments may require employees to attend a DDC course at any time if the employee has been found to operate a vehicle in an unsafe manner.
3. No person authorized to operate a City vehicle shall relinquish to another individual the operation of a City vehicle unless an emergency exists.
4. All persons will receive proper instruction from their supervisor or other qualified department member regarding City vehicles and/or equipment before being authorized to operate them. This will include review of this policy, discussion of responsibility of the operator, and a test drive.
5. Unacceptable driving records will be addressed by the Human Resource Director.

### **Safety**

1. All operators of City vehicles, equipment, or any other vehicle on City business will exercise reasonable and prudent care while operation the vehicle. Operators will obey all traffic laws applicable to the vehicle being operated.

Heavy equipment operators shall comply with the applicable portions of regulations governing these activities, whether on City property or other thoroughfares.

2. All operators and passengers of vehicles equipped with safety belts are required to wear safety belts. It will be the responsibility of the operator to see that all occupants comply.

3. Possession, use or being under the influence of any narcotic, hallucinogen, stimulant, sedative or other controlled substance or alcohol while operating a City vehicle on City business, is prohibited. See Drug/Alcohol Policy.

**Traffic Violations or Accidents**

1. City employee with driving responsibilities will notify their immediate supervisor of any traffic violations received or involvement in any accident, on or off duty as soon as possible.

2. City employees involved in a traffic accident while driving a City vehicle will complete the appropriate City Accident/Incident Report as soon as possible.

APPROVED BY:

  
\_\_\_\_\_  
Joyce Wilson, City Manager

3/15/12  
\_\_\_\_\_  
Date